



Student Experience Office
CARLETON UNIVERSITY

Dear Sir/Madam:

Re: Police Records Check

Name of Volunteer:	
Volunteer Area:	Peer Mentor
Event:	Carleton University First Year Connections Program
Date:	August 26-October 27, 2017

This letter confirms that the above mentioned student is volunteering for the First Year Connections program at Carleton University and will be interacting with first year students (who may be under the age of 18) and is required to obtain a valid police record check. As such please include and conduct a vulnerable sector screening. We trust this letter is sufficient to provide the check to this student free of charge.

Any information contained in the resulting report will not be released without explicit authorization from the bearer.

Should you have any questions or require further information, please do not hesitate to contact me. Thank you for your assistance in this matter.

Sincerely,

Jeremy Brzozowski
Manager
Student Experience Office
Carleton University
430 Tory Building
Tel: (613) 520-2600 ext. 2426
Jeremy_Brzozowski@carleton.ca
www.carleton.ca/seo